

Chief, Management Staff

11 April 1970

Chief, Records Management Staff

Weekly Report - week ending 9 April 1970

1. Contributions

a. Imaginable

25X1A6d

(1) Approved 20 new and revised forms. One of these, "Foreign Duty Data Sheet", will be printed on NCR paper. This will provide economies in cost of printing the form and in processing it by eliminating the separation and destruction of carbons. It is significant that the cost of printing the form by a Commercial firm is almost one-half of what it would cost in our [redacted]

(2) Completed a revised Records Control Schedule for the Office of Personnel and delivered it to the Director of Personnel. The new schedule shows that the Office of Personnel has reduced their records holdings about 15% in the last year. They have begun to put the new schedule into effect and have agreed to return to stock 9 safes by getting rid of records and by using non-safe equipment.

25X1A8a

(3) Significant records disposition action is taking place in [redacted] as indicated by the return of 5 safes to stock.

(4) Completed a Subject-Humeric Filing System in the Fundamental Sciences Division, OSI, which will provide more efficient reference service and the opportunity to terminate files quicker and easier.

(5) Evaluated an Employee Suggestion proposing the use of pre-punched stationery and recommended its referral to the GSA, because of its government-wide applicability.

(6) The Records Center received 113 cu. ft. of inactive records and destroyed 39 cu. ft.

b. Intangible

None

2. Assignments - Active

a. Audit of Records Control Schedules.

25X1X8

(1) OSI. Revised schedule for Reading Laboratory completed and submitted for approval.

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and changes received.

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b. Installation of Filing Systems. See 1.a.(4).

c. Thirty new and revised forms pending.

d. Shelf File installations.

(1) Library/OCR.

(2) Map Library/OCR. Floor plan approved by CIA.

(3) [REDACTED] Agreement reached to go ahead with the purchase of appropriate equipment.

(4) Acquisition Branch, OCR Library.

e. Graphics Register Index. Secure area to house special filing equipment is being requested by Graphics Register.

25X1X8 f. Records Management Survey, Office of DCI. Preliminary survey completed in Office of Inspector General, [REDACTED] Assistant to the DCI and the Executive Registry.

FOIAb3b1 g. Special Filing Equipment, [REDACTED] Tentative agreement reached on the type of equipment needed.

3. Assignments - Inactive

a. Revision of Travel Order, Form No. 540. - (

b. Form Management Survey, Printing Services Division.—(

c. Filing System for Biographic Profile, Office of Personnel.

d. Security Office, Shelf File.

e. Survey of Vital Personnel Records.

f. Review of filing installation, Building Planning Staff.

4. Staff

a. [REDACTED]

b. Three members of this Staff attended the monthly CIA Luncheon meeting at which representatives from the Brookings Institution discussed Executive Development in the Federal Government.

25X1A9a c. Mr. [REDACTED] Assistant Archivist, G.A., who is responsible for the Government wide Records Management Program, visited this Staff. Based on what we were able to tell him about our program, he feels that it complies with the requirements of the Federal Records Act and meets all standards for completeness.

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Mgt/S/RG

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